

REPLACEMENT SHEET

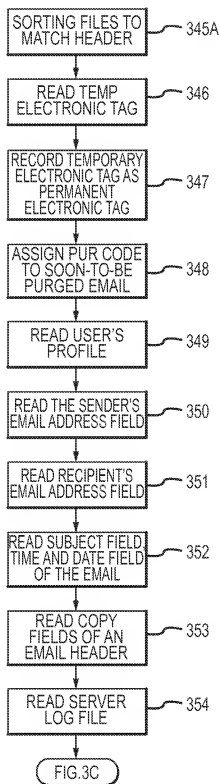


FIG. 3B

REPLACEMENT SHEET

VIEW TAG		FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP		EMAIL TAG
REFERENCE CODE: _____		SOFTWARE USED (AUTO) _____		
SOFTWARE VERSION (AUTO) _____		OTHER STORAGE MEDIA _____		
WORKSTATION OF ORIGIN (AUTO) _____		DOCUMENT'S ORIGINAL VERSION (AUTO) _____		
PREPARED BY (AUTO) _____		PASSWORDS AND LOG IN VERIFICATION (AUTO) _____		
TYPE OF DOCUMENTS (DROP DOWN MENU) _____		(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)		
CLIENT NAME _____ (DROP DOWN MENU)		CLIENT # _____ SCAN MATCH THE CLIENT NAME		
PROJECT# _____		SCAN CLIENT NAME AND CLIENT #		
PURPOSE OF DOCUMENT (DROP DOWN BOX) _____		DATE (AUTO) _____		
TIME (AUTO) _____		FILL IN BOX FOR TEXT NOTES _____		
DOCUMENT VERSION NUMBER _____		(AUTO IF YOU USE SAVE AS COMMAND) _____		
AUTHORITATIVE VERSION YES NO		CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)		
PREVIOUS		NEXT		PRINT
10/20/98				

FIG.8A

REPLACEMENT SHEET

VIEW TAG		EMAIL TAG	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP			
REFERENCE CODE: _____ WORKSTATION OF ORIGIN (AUTO) _____ DOCUMENT'S ORIGINAL VERSION (AUTO) _____ PREPARED BY (AUTO) _____ DIVISION/DEPARTMENT _____ NETWORK USER'S EMPLOYMENT NUMBER (AUTO) _____ USER PASSWORDS AND LOG IN VERIFICATION (AUTO) _____ CLIENT NAME _____ (DROP DOWN MENU) _____ CLIENT# _____ SCAN MATCH THE CLIENT NAME _____ PROJECT# _____ SCAN CLIENT NAME AND CLIENT # _____ PURPOSE OF DOCUMENT (DROP DOWN BOX) _____ DATE(AUTO) _____ TIME(AUTO) _____ DOCUMENT VERSION NUMBER _____ (AUTO IF YOU USE SAVE AS COMMAND) _____ AUTHORITY/VERSION YES NO _____ CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION) _____ TYPE OF DOCUMENTS (DROP DOWN MENU) _____ (LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER) _____ NOTES: _____			
VIEW TAG		HELP	
SUPPORT SERVICES		HOW TO	
PREVIOUS		NEXT	
PRINT		PRINT	

FIG.8B

10/20/98

REPLACEMENT SHEET

VIEW TAG		FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP		EMAIL TAG
<p>REFERENCE CODE: _____</p> <p>CLIENT NAME: _____ (DROP DOWN MENU)</p> <p>CLIENT # _____ SCAN, MATCH THE CLIENT NAME</p> <p>PROJECT # _____ SCAN, CLIENT NAME AND CLIENT #</p> <p>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</p> <p>DATE (AUTO) _____</p> <p>TIME (AUTO) _____</p> <p>SOFTWARE USED (AUTO) _____</p> <p>SOFTWARE VERSION (AUTO) _____</p> <p>WORKSTATION OF ORIGIN (AUTO) _____</p> <p>DOCUMENTS ORIGINAL VERSION (AUTO) _____</p> <p>PREPARED BY (AUTO) _____</p> <p>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</p> <p>DOCUMENT VERSION NUMBER _____</p> <p>(AUTO IF YOU USE SAVE AS COMMAND)</p> <p>AUTHORITATIVE VERSION YES NO</p> <p>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</p> <p>TYPE OF DOCUMENTS (DROP DOWN MENU) _____</p> <p>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)</p> <p>NOTES: _____</p>				
SUPPORT SERVICES		HELP		
HOW TO				
PREVIOUS		NEXT		PRINT

FIG.8C

10/20/98

<div>VIEW TAG</div>		<div>BUSINESS EMAIL</div>	
<div>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</div>			
<div>REFERENCE NUMBER: BEM 14722</div>			
<div>POSTED-DATE: MON, 18 MAY 1998 16:17:36 - 0500 (CDT)</div>			
<div>TO: ANDREA.JACOBSON <JRT@VWI.COM></div>			
<div>FROM: JANE DOE <JDOE@VWI.COM></div>			
<div>SUBJECT: NEW CLIENT INFORMATION</div>			
<div>ATTACHMENTS:</div>			
<div>CC:</div>			
<div>BCC:</div>			
<div>ANDREA, I AM SENDING YOU INFO ON OUR NEW CLIENT. SEE ATTACHED FILE.</div>		<div>JANE</div>	
<div>HELP</div>			
<div>SUPPORT SERVICES</div>			
<div>HOW TO</div>			

REPLACEMENT SHEET

PERSONAL EMAIL	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
VIEW TAG	<p>POSTED-DATE: MON. 18 MAY 1998 16:17:36 - 0500 (CDT)</p> <p>TO: JAY DOE<JayDoe@VWI.COM></p> <p>FROM: JANE DOE<JDoe@VWI.COM></p> <p>SUBJECT: PHONE COVERAGE</p> <p>MESSAGE: YOUR PACKAGE IS HERE</p> <p>ARE YOU AVAILABLE FOR LUNCH?</p> <p>ARE YOU AVAILABLE TO ANSWER MY PHONE?</p>
HELP	
SUPPORT SERVICES	
HOW TO	
<p> < PREVIOUS NEXT > PRINT SEND 10/20/98 </p>	



FIG.10

REPLACEMENT SHEET

VIEW TAG		MINUTE MAIL	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP			
REFERENCE NUMBER: MMM 14722			
POSTED-DATE: MON 18 MAY 1996 16:17:36 -0500 (CDT)			
TO: ANDREA JACOBSON <VIRT@VWI.COM>			
FROM: JANE DOE <JDOE@VWI.COM>			
SUBJECT: NEW CLIENT INFORMATION			
ATTACHMENTS: _____			
CC: _____			
BCC: _____			
ANDREA, MY PIN NUMBER IS 0908 JANE			
PREVIOUS NEXT PRINT SEND		10/20/98	

FIG.11

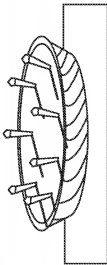


FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
POSTED-DATE: MON., 18 MAY 1998 16:17:36 - 0500 (CDT)	
TO: PolAdm@vwi.com	
FROM: SYSTEM@VWI.COM	
SUBJECT: PURGE CONFIRMATION REPORT	
<div>PURGE CONFIRMATION REPORT</div> <ul style="list-style-type: none">• YOUR EMAIL MESSAGE REFERENCE NUMBER MMM14722 HAS BEEN PURGED FROM THE SYSTEM.	
VIEW TAG	
HELP	
SUPPORT SERVICES	
HOW TO	
SEARCH	
PREVIOUS	NEXT
10/20/98	
PRINT	

REPLACEMENT SHEET

<div> <div>VIEW TAG</div> <div>HELP</div> <div>SUPPORT SERVICES</div> <div>HOW TO</div> </div>		<div> <div>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</div> <div>INTRAMAIL</div> </div>	
<div> <div>EMAIL CODE NUMBER: PEM 1000</div> <div> <div>POSTED-DATE: MON 18 MAY 1998 16:17:36 -0500 (CDT)</div> <div>TO: ANDREA JACOBSON <VIRT@VWI.COM></div> <div>FROM: JANE DOE <JDOE@VWI.COM></div> <div>SUBJECT: WEEKEND PLANS</div> <div>ATTACHMENTS:</div> <div>CC:</div> <div>BCC:</div> </div> </div>		<div> <div>ANDREA,</div> <div>I'LL SEE YOU FRIDAY NIGHT. MY FLIGHT GETS IN AT 8 P.M. I'LL CALL YOU SOON AS I GET INTO TOWN.</div> <div>JANE</div> </div>	
<div> <div> <div>PREVIOUS</div> <div>NEXT</div> <div>PRINT</div> <div>SEND</div> </div> <div>10/20/98</div> </div>			

FIG.13

VIEW TAG		BULLETIN BOARD MAIL	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP			
<p>POSTED-DATE: <u>MON., 18 MAY 1998 16:17:36 -0500 (CDT)</u></p> <p>TO: <u>BULLET@VWI.COM</u></p> <p>FROM: <u>JDoe <JDoe@VWI.COM></u></p> <p>SUBJECT: <u>RETIREMENT PARTY</u></p> <p>ATTACHMENTS: _____</p> <p>CC: _____</p>			
HELP			
SUPPORT SERVICES		TODAY IS JANE DOE'S BIRTHDAY!	
HOW TO		JOIN US FOR A CAKE BREAK AT 2 P.M. AT JANE'S DESK.	
PREVIOUS		NEXT	PRINT

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FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP		E-PROPOSAL
REFERENCE NUMBER: PRO 14722		
POSTED DATE: MON. 18 MAY 1998 16:17:36 - 0500 (CDT)		
TO: ANDREA JACOBSON <JRT@VWI.COM>		
FROM: JANE DOE <JDOE@VWI.COM>		
SUBJECT: PROJECT PROPOSAL PROCESS & INFORMATION		
ATTACHMENTS: E-PROPOSAL		
CC: _____		
BCC: _____		
ANDREA,		
ATTACHED IS A COVER LETTER EXPLAINING OUR E-PROPOSAL AND CONTRACT POLICIES, PROCEDURES AND TERMS. PLEASE REVIEW THE ATTACHMENT CAREFULLY AND CONTACT US IF YOU HAVE ANY QUESTIONS OR CONCERNS.		
WE LOOK FORWARD TO WORKING WITH YOU.		
Janae Jones		
ACCOUNT MANAGER		
VIEW TAG	HELP	SUPPORT SERVICES
HOW TO		
◀ PREVIOUS		NEXT ▶
PRINT		SEND
10/20/98		

E-PROPOSAL CONFIRMATION						
FILE	EDIT MESSAGE	TRANSFER	MAILBOX	SETTINGS	SPECIAL	HELP
REFERENCE NUMBER: <u>PRO 14722</u>						
POSTED-DATE: MON, 18 MAY 1998 16:17:36 - 0500 (CDT)						
TO: ANDREA JACOBSON <IJRT@VWIL.COM>						
FROM: JANE DOE <JDOE@VWIL.COM>						
SUBJECT: PROPECT PROPOSAL PROCESS & INFORMATION						
ATTACHMENTS: E-PROPOSAL						
CC:						
BCC:						
PROPOSAL CONFIRMATION: MAY 18, 1998 16:19:30 - 500 (CDT)						

<u>VIEW TAG</u>
<u>HELP</u>
<u>SUPPORT SERVICES</u>
<u>HOW TO</u>

PREVIOUS

NEXT

SEND

10/20/98

FIG. 16